# EXHIBITOR MANUAL

*Educating cannabis entrepreneurs and cannabis investors on working together to build the next great American Industry*

MIS Contacts

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Conference & Trade Show Operations
630-30-5992
rkeegan@crowdfundconnect.com

Randy Shipley
Business Development
312-446-4678
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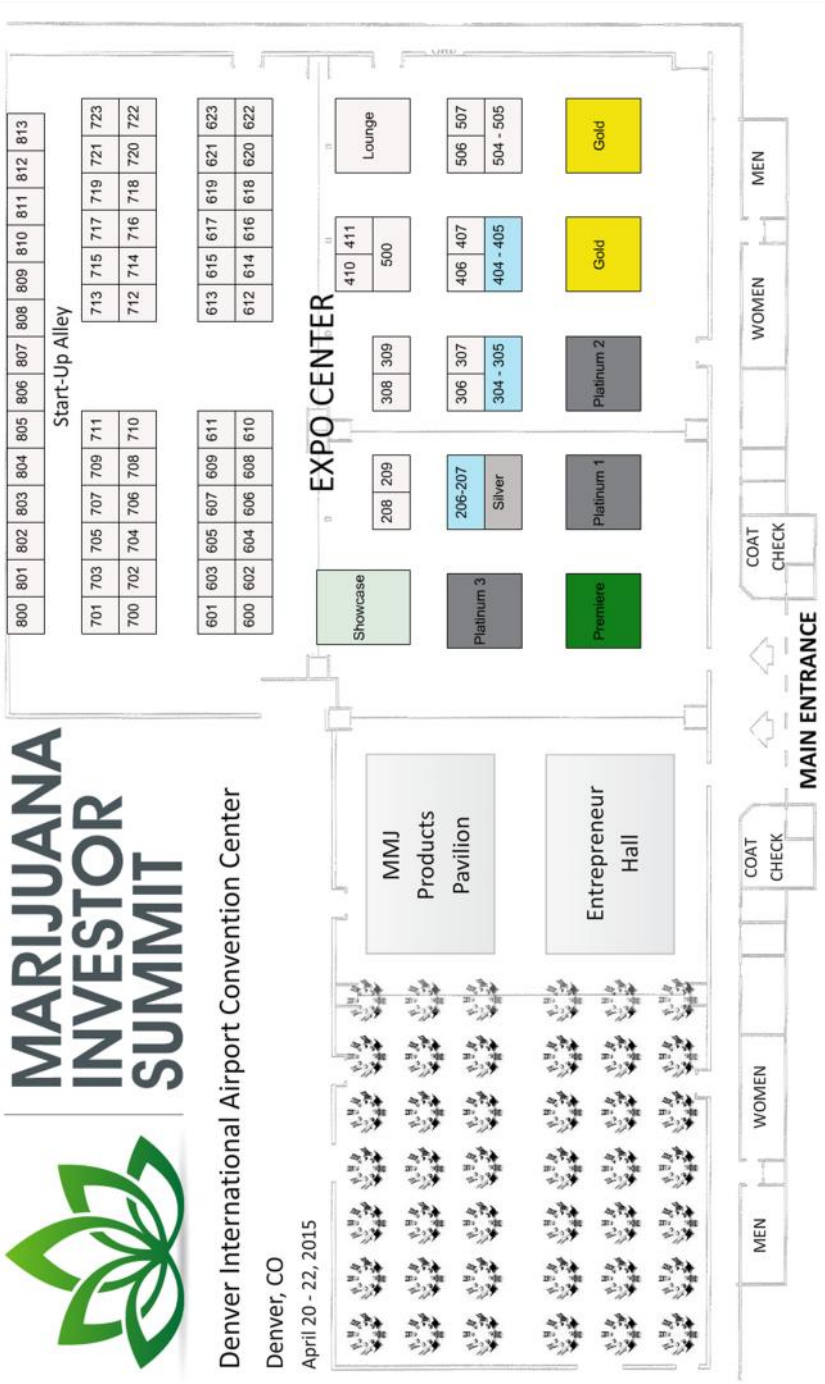
MARIJUANA INVESTOR SUMMIT




Please email all forms to our Sales and Catering Office at Kelsey.Stafford@jqh.com

# *General Show Information*

**Conference & Exhibit Hours & Venue**

Conference Hours

Monday, April 20, 2015 12:00 – 7:00 PM
Tuesday, April 21, 2015 7:30 AM – 8:30 PM
Wednesday, April 22, 2015 8:00 AM – 12:00

Exhibit Hours

Monday, April 20, 2015 4:00 PM - 7:00 PM
Tuesday, April 21, 2015 7:30 AM - 8:30 PM
Wednesday, April 22, 2015 8:00 AM – 12:00

Venue

Crowne Plaza Hotel & Convention Center – Denver International Airport
15500 East 40th Avenue
Denver, CO 80239

Exhibitor Service Center Hours

Monday, April 20, 2015 9:00 AM – 7:00 PM
Tuesday, April 21, 2015 9:00 AM – 7:00 PM
Wednesday, April 22, 2015 9:00 AM – 7:00 PM

Move-In/Move-Out Hours

Exhibit installation hours are 9 AM - 4 PM Monday, April 20.
**All exhibits must be set up by 4 PM on Monday, April 20.**
**Work will not be permitted on incomplete exhibits during show hours.**

Exhibit dismantle hours are 12 PM – 2 PM Wednesday, April 22.
All exhibits must be removed by 2 PM on Wednesday, April 22.

Credit Card Payment Authorization Form

For all exhibitor services each exhibitor needs to submit a Credit Card Payment Authorization Form to CPD. See attached (Credit Card Form)

Smoking Policy

Crowne Plaza Hotel and Convention Center Denver International Airport is a 100% smoke free facility- no smoking of any kind is permitted in meeting space, public space or sleeping rooms. Fine of $250 per night for anyone smoking in meeting space, public space or sleeping rooms.

Booth Inclusions

Linear booths less than 400 square feet at the MIS receive:
Standard booth drape with 8' teal and white back drape and 3' teal and white side drape.

One (1) 6" X 3' identification sign including your company name and booth number as printed on your contract.

All exhibitors receive complimentary booth cleaning starting on Monday night, April 20, which includes nightly vacuuming and emptying wastebaskets at the edge of the booth.

Exhibit Hall Colors

Aisle Carpet Color
Pastel/Yellow/Blue/Orange
Back Drape Color
Teal and White
Side Drape Color
Teal and White
Note: All exhibit booths have carpet. There is no need to order any carpet.

Registration Information

Be sure to register your booth personnel before travelling to MIS to guarantee a smooth arrival process onsite. Once you arrive onsite, you can pick up badges at registration desk.

Promotional & Marketing Opportunities

Let us help you meet and exceed your company's marketing goals. There are countless promotional opportunities available for MIS exhibitors which can enhance your MIS exhibit experience and deliver your message to MIS attendees, media and guests visiting this venue. All of these opportunities are strategically placed in high-traffic, targeted areas which will provide the most exposure.

To select a MIS sponsorship opportunity, please contact:
Randy Shipley
Business Development
312-446-4678
rshipley@crowdfundconnect.com

Hotel Accommodations & Transport

For information on hotel accommodations, please visit our website http://www.marijuanainvestorsummit.com/venue/ and click on "Reservation"

# *Resources*

**ON-SITE SERVICES**

MIS Show Office

MIS Show Offices at the CPD will be located in Exhibit Hall.

Floor Manager and Exhibitor Hotline

A dedicated MIS Floor Manager will be located in Exhibit Hall to assist exhibitors during move-in, show days and move-out. We also provide a MIS Exhibitor Hotline, 630-730-5992, for on-site assistance.

Official Suppliers

In an effort to help you locate information for various services at the MIS, we have provided a list of official contractors. You can also find links to services below.

- Show Decorator
- Crowne Plaza Hotel (CPD)
  - Pipe & Drape
  - Electric
  - Pre-Show Freight
- ADA Services:
  - ADA rooms available upon requests and needs
  - 303-371-9494
- Audio Visual Services:
  - Spectrum AV
- Business Services:
  - FedEx Kinko
- Catering Services:
  - Crowne Plaza Denver Airport
- Domestic Shipping Services:
  - FedEx Kinko
- Floral & Plant Services:
  - The Plant Ranch
- Insurance Services:
  - Cannasure Insurance Services
- Internet/Voice/Video:
  - Spectrum AV
- Models & Booth Talent:
  - Vantage Advertising LLC
- Security:
  - True Security
- Transportation & Charters:
  - D& D Transport
- Photographer
  - Cannabis Camera
- Exhibitor Furnishings
  - The Group Now

## LIABILITY & INSURANCE

*General Information*

According to the 2015 MIS Exhibit Space Contract, exhibitors seeking to install their own booth/display must comply with all state and federal laws and/or regulations and must comply with any/all laws, rules, or regulations related to booth installation and dismantling. Exhibitors at the MIS, regardless of their specific exhibit location, must have a commercial general liability policy of no less than $1,000,000 naming the Marijuana Investor Summit and the Crowne Plaza Denver International Airport as additional insured.

A certificate of insurance must be submitted to your MIS sales manager prior to setting up exhibit. MIS exhibitors and their authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Marijuana Investor Summit and the Crowne Plaza Denver International Airport and their contractors, officers, agents and employees against all claims, losses, suites, damages, judgments, expenses, costs and charges of every kind, including attorneys' fees, resulting from, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of personal injuries, death or property damages sustained by any person.

Exhibitor understands that MIS and the CPD do not maintain insurance covering Exhibitor's property. It is the sole responsibility of Exhibitor to obtain such insurance. Certificates of insurance must be submitted to your MIS sales manager prior to setting up exhibit and must be available on-site during the MIS. Failure by MIS to request proof of insurance shall not relieve Exhibitor from carrying proper coverage.

The MIS and all organizations and individuals employed by or associated with the MIS will not be responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor to the safety of any exhibit or other property due to theft, fire, accidents, or any other destructive causes.

MIS is not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. MIS and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. We strongly suggest that you obtain a rider to your existing insurance policy to protect your booth/product from the time it leaves your warehouse to the time it returns.

**EXHIBITOR APPOINTED CONTRACTOR (EAC)**

General Information

Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibiting companies. They can include booth designers, builders or supervisors, independent display companies, delivery personnel or technicians, etc.

EAC Approval Process

The following contractors have exclusive rights to perform specific services as designated by the show venue. EACs may not perform such services and must hire the exclusive contractors to do so.

Material handling (drayage) CPD
Hanging signs (CPD)
Electrical (CPD)
Plumbing (CPD)
Booth Cleaning (CPD)
Audio Visual (Spectrum AV)
Internet/Voice/Video (Spectrum AV)
Food & Beverage (CPD)

Certificate of Insurance

EAC must maintain the following insurance through the term of the 2015 International CES, December 26, 2014 through January 12, 2015. Such insurance shall include contractual liability and product liability covered with the following limits:

Comprehensive General Liability insurance with amounts no less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit for bodily injury and property damage including coverage for personal injury, contractual, and complete operations coverage included.

Comprehensive Automobile Liability coverage with limits no less than $2,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
For exhibits at the LVCC, EACs must name Consumer Electronics Association, Freeman and the Las Vegas Convention & Visitors Authority as additional Insured.

**CROWNE PLAZA CONVENTION CENTER INFORMATION**

Payment Information

All orders placed through CPD must be accompanied by a Method of Payment form. If you are an Exhibitor Appointed Contractor (EAC), paying for CPD services as a third party for an exhibiting company, you must complete a Method of Payment form for each exhibitor you are servicing at the 2015 MIS Please make sure you view the Payment and Labor Terms and Conditions.

Safety Tips

No one under the age of 18 is permitted in the exhibit hall at any time.

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

**RULES & REGULATIONS**

Please read the rules and regulations below for the 2015 Marijuana Investor Summit.

Age Restriction

No one under the age of 18 is permitted in the exhibit hall at any time.

Americans with Disabilities Act

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless CPD and Marijuana Investor Summit against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the ADA.

Booth Activity/Crowd Control

Booth activity of any kind must be confined within the exhibitors contracted space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Refer to the Product Demonstrations section below for more information. Exhibitors must contract sufficient space in order to comply with these rules.

If you are planning any type of booth activity where a large crowd occurs, you are required to assign booth personnel and/or hire security guards to manage crowd control and keep the aisles and neighboring exhibits clear. MIS Operations reserves the right to determine whether excessive crowds are in violation of this rule, and if so, will hire security to manage crowd control at the exhibitor's expense.

Booth Display Types & Regulations

MIS follows guidelines for display rules and regulations established by the International Association of Exhibitions and Events (IAEE). These booth display rules will be strictly enforced. In addition, all exhibitors should be familiar with the fire and safety rules specific to their show location. If you feel your booth space does not fit into one of these categories, please contact Bob Keegan at 630-730-5992.

Exhibit Attire

MIS Show Management reserves the right to make the determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, the exhibitor may be asked to alter the attire of its employees, exhibit staff and/or models. If necessary, the exhibitor may be asked to remove the individual(s) in question at the exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult with Show Management in advance of the show.

Good Neighbor Policy

MIS has a Good Neighbor Policy in regards to booth demonstrations. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth's content, MIS Operations will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive, the exhibitor must cease use of such content. If the exhibitor refuses, or if another complaint is filed, MIS reserves the right to shut off power to the booth until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from MIS.

Island booth exhibitors are asked to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from show attendees indicates that this causes substantial frustration in their ability to navigate the show floor.

When planning booth events and demonstrations you are required to ensure traffic flow can continue on all sides of your booth at all times. Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them.

Intellectual Property

Exhibitor warrants that it owns the rights for all intellectual property (patent, copyright, trademark, etc.) to be used by exhibitor for promotion or exhibition at MIS, and agrees to defend, at exhibitor's expense, and to indemnify MIS for any action brought against MIS and any cost incurred by MIS arising out of any dispute concerning exhibitor's intellectual property rights.

Literature Distribution, Giveaways, Surveys

Literature, samples and giveaways must be distributed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Contact Randy Shipley at 312-446-4678 with MIS Promotional Opportunities for more information.

Performance of Music or Motion Picture

If you plan to play copyrighted music or video in your booth, meeting room or suite, you may need to obtain a license from the copyright owner or licensing agency representing the copyright owner. Music or video being played for the sole purpose of demonstrating a product (speakers, headphones, TVs, monitors, other devices, etc.) is permissible without a license.

Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRay device). The proper license must be posted in your booth and available for inspection at the request of properly authorized agents of the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Inc. (BMI), or SESAC. We strongly advise you to contact one of these agencies to acquire proper licensing.

Photography/Video Regulations

Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate photographing of company products or displays.

Product Demonstrations

Product demonstrations are permitted. Linear booths (10' deep) must be set back a minimum of 3' into the booth. For booths greater than 10' in depth, demonstrations must be set back a minimum of 10'. You are responsible for supervising the actions of all visitors and employees operating display equipment in their area. Refer to the Booth Activity section above for more information.

MIS has instituted a No Tolerance policy. Demonstrations found to be objectionable due to noise level or vibration level (dB or SPL) or blocking traffic flow may be closed down at the discretion of MIS Operations.

Product/Equipment Removal during Show

Only MIS exhibitors are permitted to remove equipment/product from the show floor during move-in, show days and move-out. Exhibitors wishing to remove equipment or product must present their exhibitor badge and both a photo ID (driver's license or passport) and business card to the security guard upon exiting the show floor. Attendees are prohibited from carrying product off the show floor at any time.

Show Work Rules

CPD is the official labor contractor. Labor ordered on-site will be assigned on a first-come, first-served basis.

CPD employees are paid an excellent wage and tipping is not an accepted company policy. CPD requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any services should be reported immediately to a supervisor of CPD.

**MATERIAL HANDLING**

Exhibitor May Perform the Following

- Exhibitors may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.
- Any mechanical assistance is limited to a two-wheel luggage cart.
- The assistance of any motorized device or pallet jack is not permitted.
- When exhibitors choose to "hand carry" they may not access designated material handling areas.
- Must use specified exhibitor hand carry areas or main entrance of the facility.
- In all other circumstances items should be considered material handling.
- Exhibitor is not authorized to use CPD material handling equipment for any purpose.

CPD Responsibilities

- CPD has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.
- CPD has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move-in and move-out of the tradeshow.
- CPD has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.
- CPD is not responsible for any material it does not handle. CPD will not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed or labeled materials. CPD shall not be responsible for crates and packing which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

Electrical

Exhibitor May Perform the Following

The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC):

- Plug in equipment into any 20A/120VAC receptacle.
- Hang up to four small clip-on lights per booth.
- Connect modems, printers, computers and key-boards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.

Mount monitors (to include plasma screens, LCD & CRT) and install hanging brackets. Certain circumstances allow exhibitors to provide their own electrical equipment.

CPD Responsibilities

- All electrical distribution.
- All under-carpet electrical distribution.
- Any additional electrical requirement needs or changes to preorders.
- Distribution and connection of all power in excess of 20A/120V.
- Distribution and connection of all 208V and 480V power.
- Distribution of all electrical equipment necessary to provide electrical service.
- To order electrical services See attached (Electric Form)

Booth Cleaning & Porter Services

Exhibitor May Perform the Following

- Clean and wipe down products and display merchandise and other parts of the exhibit
- Exhibitor Appointed Contractors (EACs) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.

CPD Responsibilities

- CPD will vacuum each booth and isles each evening. All booth vacuuming and porter service

**BOOTH INSTALLATION & DISMANTLE**

Exhibitor May Perform the Following

- Exhibitors may utilize their own personnel to set up and dismantle their exhibit.
- If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.
- Exhibitors may hire an Exhibitor Appointed Contractor (EAC) to perform this work.
- All EACs must have the appropriate credentials submitted to Show Management and the facility.

Audio, Video and Photography Systems

Exhibitor May Perform the Following

- Install and operate their own manufactured or product systems* when 20 amps or less or not suspended from the ceiling.
- *System is defined as any group of interacting devices, or pieces of equipment, sold as a whole by the exhibitor.
- Plug in small sound devices.
- Install exhibitor's own manufactured cameras by exhibitor's full time employees.
- Exhibitors may elect to staff certain positions:
  - Technical Director
  - Lighting Designer
  - Video Engineer or Audio Engineer
  - Slow Motion Machine Operator
  - Advance Projectionist
  - Audio Board Operator
  - Video Board Operator
  - Live Camera Operator
  - Lighting Board Operator

CPD/Spectrum AV Responsibilities

Spectrum AV will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:

- Crane Operator
- Audio Technician
- TV Sound Boom Operator
- Character Generator
- Advanced Audio Visual Technician
- Video Wall Technician
- Video Utility Person
- Assistant TV Audio Tech
- Projectionist
- High Rigger
- Ground Rigger
- Lighting Tech

- Spectrum Audio Visual is the official audio visual equipment supplier for the 2015 MIS and may install and operate equipment rented to exhibitors. *Call Bob Keegan for details*

# PRODUCT & SERVICES

ADA Services
ADA rooms available upon requests and needs

Audio Visual Services
Spectrum AV is the exclusive provider for Audio Visual services at the 2015 MIS.
Spectrum AV offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include: digital services, lighting, flat screen technology, computer equipment and LED displays. *Call Bob Keegan for details*

Spectrum AV
James Walkinshaw
720-427-6101 c
jwalkinshaw@spectrumav.com

Booth Packages
The Right Group Now is the official MIS vendor providing additional Booth Packages at the 2015 MIS

The Right Group Now
Tom Wright
1400 Yosemite Street
Aurora, CO 80220
303-399-9949
http://thewrightgroupnow.com/contact-us/

Business Services
FEDEX KINKOS
Stay focused on your potential customers while exhibiting at MIS, even when things don't go as planned. With FEDEX KINKOS Business Services, you've got backup for last-minute printing, office supplies or business services.

- Premium printing, copying and binding services
- Pack-and-ship services
- Quick turnaround on signs, banners, aisle signs, meter boards, floor graphics, posters, tent cards and window clings
- Last-minute supplies when you're short on tape, markers or other office supplies

FEDEX KINKOS
13700 East Colfax Avenue
Aurora, CO
(303) 326-0534

## Carpet

Exhibitors do NOT have to order carpet. The convention floor is completely carpeted

## Catering Services

CPD is the exclusive provider for food & beverage services at the 2015 MIS. *Call Bob Keegan for details*

Crowne Plaza Denver Airport
Kelsey Stafford
kelsey.stafford@jqh.com
303-302-4135

## Chairs & Stools

The Right Group Now is the official MIS vendor providing additional Chairs & Stools at the 2015 MIS

The Right Group Now
Tom Wright
1400 Yosemite Street
Aurora, CO 80220
303-399-9949
http://thewrightgroupnow.com/contact-us/

## Cleaning Services

All exhibitors receive four (2) nights complimentary booth cleaning starting Monday, April 20 which includes nightly vacuuming and emptying wastebaskets. Wastebaskets must be placed at the edge of the booth each night or they will not be emptied.

## Exhibits & Accessories

The Right Group Now is the official MIS vendor providing additional exhibits and accessories decor at the 2015 MIS.

The Right Group Now
Tom Wright
1400 Yosemite Street
Aurora, CO 80220
303-399-9949
http://thewrightgroupnow.com/contact-us/

## Floral & Plant Services

The Plant Ranch is the official MIS vendor providing floral and plant decor at the 2015 MIS.

The Plant Ranch
Melanie Moles
5468 Carr Street
Arvada, Colorado 80002
(303) 431-9991
Melanie@plantranchco.com
www.plantranchco.com

Furnishing

The Right Group Now is the official MIS vendor providing additional furnishings at the 2015 MIS

The Right Group Now
Tom Wright
1400 Yosemite Street
Aurora, CO 80220
303-399-9949
http://thewrightgroupnow.com/contact-us/

Insurance Information

Cannasure Insurance Services is the official MIS vendor providing insurance at the 2015 MIS

Since 2010 we have been one of the leading providers of insurance in the marijuana industry. Our managing director is a regular expert speaker at all of The National Cannabis Industry events and has spoken on insurance and risk management in Seattle, Denver, Phoenix, Boston, Albuquerque, San Francisco, Las Vegas. He has written expert columns for the leading trade journal, click here to read the article, and has been interviewed and quoted extensively by Wall Street Journal, Bloomberg News, CNN, Denver Post, Seattle Times and the Arizona Republic.

Cannasure Insurance Services LLC
1991 Crocker Road, Suite 215
Cleveland, Ohio 44145
P 800.420.5757 F 800.420.1975
www.cannasure.com

**All exhibitors are responsible to secure their own insurance policy. Please submit a copy of your policy to your MIS sales member.**

Internet/Voice/Video

Spectrum AV is the exclusive provider of internet, voice and video services at the CPD. Spectrum customer service representatives are available to answer any questions you may have an assist with customizing the right order for your specific requirements. Contact them directly at: See attached (Phone/Internet Form)

Spectrum AV
James Walkinshaw
720-427-6101 c
jwalkinshaw@spectrumav.com

Show Break/Dismantling

Exhibitors on the exhibit floor as well as in meeting rooms are not permitted to dismantle their booths prior to the show closing at 12:00 PM on Wednesday, April 22. Early dismantling may jeopardize your priority standing and participation at future MIS events.

Dismantling Labor

CPD Service Center can assist you in planning your labor and freight movement for move-out. Exhibitors must make arrangements with CPD for labor by 8 AM on Wednesday, April 22.

Lead Retrieval

**The MIS does not offer a lead retrieval system at this time**

Models & Booth Talent

Vantage Advertising LLC is the official MIS vendor for booth models and talent at the 2015 MIS.

Vantage Advertising LLC
Ben Rossi
Senior Account Executive
315.350.3058 ext. 101
Ben@models4tradeshows.com
www.models4tradeshows.com

Security

True Security, Inc. is the official Security Company for the MIS 2015

True Security Inc.
303-927-6926
999 18th St #3000
Denver, CO 8020

Security Information

CPD provides 24-hour exhibit hall perimeter security to ensure as secure an environment as possible. Every reasonable effort is made to prevent losses. However, the exhibit floor is not completely secure and it is the exhibitor's responsibility to take measures to avoid theft. It is strongly recommended that you hire guards and security cages to protect your display and product at all times, which includes from the time your freight is delivered to your booth until your outbound shipment is physically picked up.

MIS is not responsible for any theft of property. Please review the section in your MIS exhibit space contract entitled Responsibility for Property. MIS and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. As such, we strongly suggest that you obtain a rider to your existing insurance policy to protect your freight and product from the time it leaves your warehouse to the time it returns. Contact your insurance agent for details.

Security Tips

Before shipping anything to show site, record all serial numbers and take pictures of your booth and product.
Never leave small electronic equipment such as laptops, cameras, cell phones, etc. or other personal valuables unattended at any time.

Hire booth security from our official MIS contract security company or other licensed providers.
When shipping any product, do not identify contents on outside of cartons and boxes. Use coded labels.

Do not ship product and other valuable equipment in the manufacturers cartons. Consolidate shipments of several boxes into one large locked crate or carton. You may also elect to rent certain pieces of electronic equipment from one of the official contractors.

Do not store valuables in empty cartons and crates.

After the close of the show when your materials are packed, turn in your Material Handling Agreement at the Service Center. Do not leave them in your booth or attached to crates. Stay with your product or hire a booth guard to watch your freight until CPD retrieves it to load onto your outbound carrier.

Wear your exhibitor badge at all times.

Theft Incidents

Should you experience a theft or security incident on-site, please contact your floor manager or MIS Security immediately at 630-730-5992 to file a report. You may also contact CPD Security at 303-302-4147. This is for documentation purposes only and is different than an insurance claim. Claims must be filed with your insurance provider directly.

## SIGNS & GRAPHICS

Hanging Signs & Rigging Definitions

The Right Group Now is the official signs & graphic company at the 2015 MIS
The Right Group Now can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

The Right Group Now
Tom Wright
1400 Yosemite Street
Aurora, CO 80220
303-399-9949
http://thewrightgroupnow.com/contact-us/

There are NO rigging points from the ceiling available in the Crowne Plaza Convention Center or Seminar Rooms.

All display signage can be hung on the walls and can be ground supported.

Tables & Risers

CPD is the official MIS table and riser's provider at the 2015 MIS. See attached form (Pipe & Drape form)

Transportation & Charters

D &D Transport is the official MIS transportation & charters provider at the 2015 MIS.

D&D Transport
303-960-9229

Utilities/Equipment

CPD is the exclusive provider of electrical and plumbing /Fork Lift/Scissor Life/Water-Compressed Air in the CPD. See attached form (Electric Form)

Electrical

CPD is the exclusive provider of electrical service in the CPD. Exhibitors must complete and submit the CPD Electrical Order Questions regarding power, labor or equipment orders can be directed to. See attached form (Electric Form)

Cindi Niedelman
Crowne Meetings Director
Direct: 303-302-4147
Fax: 303-371-9528

# SHIPPING & MATERIAL HANDLING

*Shipping & Material Handling Information*

Material Handling & Labels

Direct Shipments
Show Site Address
Event: Marijuana Investor Summit
Booth#:_____
CROWNE PLAZA HOTEL & CONVENTION CENTER-
DENVER INTERNATIONAL AIRPORT
15500 East 40th Avenue
Denver, CO 80239

Pre Show Freight Delivery Form

All exhibitors are to fill out the attached form

Material Handling Definitions

Material handling is charged in 100 lb. increments, referred to as cwt (one hundred weight). Weight is rounded up to the next 100 lbs. For example, if you have 4,235 lbs. of freight, round that up to 4,300, divide by 100, and you will be charged for 43 cwt (one hundred weight). Rates are round-trip based on the inbound weight. There is a 100 lb. minimum charge.

Material handling charges include:

- Unloading your exhibit material
- Delivering to the booth
- Moving empty containers to and from storage
- Removing of material from the booth for reloading onto outbound carriers

Material Handling Rates

Direct Shipments

All shipments to the CPD will be charged per the CPD Pre-Show Freight Form See attached form
Direct shipping labels are located below. Copy the required number of labels to adequately label your shipment then place a label on each individual box/crate, even if they are going to be shrink-wrapped together.

Direct Shipments
Show Site Address
Event: Marijuana Investor Summit
Booth#:_____
CROWNE PLAZA HOTEL & CONVENTION CENTER-
DENVER INTERNATIONAL AIRPORT
15500 East 40th Avenue
Denver, CO 80239

****All exhibitors are responsible to contact their own contractual International Freight Forwarder. CPD does NOT support International Freight Forwarding

**FREIGHT INFORMATION**

Held Freight/Non-Payment

Exhibitors are not permitted to begin set-up on the show floor unless their exhibit space is paid in full. MIS Operations will direct CPD and other contractors not to deliver freight to your booth or provide other show services if your exhibit space is not paid in full.

***MOVE-IN INFORMATION***

Vehicle Displays

Any exhibit showcasing a vehicle must complete the CPD Convention Center Vehicle Addendum Form. See attached form

Hand-Carry Policy

You may hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Two-wheel luggage carts are acceptable; hand-carts and any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front doors of the exhibit halls, and you will not be permitted access to the loading dock and/or freight door area.

POV/Cartload Service

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the loading dock and/or freight door area.

Workers equipped with a flat cart will assist exhibitors with unloading their POV (Privately Owned Vehicle). Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight Supervisor if the load can go higher than 3 feet. POV Service includes storage of cardboard/product boxes at no additional charge. Empty stickers will be provided for this service.

This service will be available during move-in beginning on Monday, April 20 from 9 AM-4 PM. This service will be available for move-out on Wednesday, April 22 from 12:00 -2 PM.

Overnight/Express and/or Small Package Deliveries

Overnight deliveries sent through, Federal Express, UPS, U.S. Mail and other like carriers will first be delivered directly to the freight entrance. CPD must then sort and log these items for delivery to your booth. This process can take several hours, so allow for sorting time when estimating your need for the package. Small package service for shipments under 50 lbs. will be provided by CPD at no charge to exhibitors.

During show hours, packages will not be delivered to your booth space. You will need to make arrangements with CPD to pick up your packages.

Crate Removal & Storage

Exhibitors will not be permitted to store crates, boxes or cartons in their booth or meeting room during the show period. This is a fire and safety regulation that will be strictly enforced.

"Empty" labels will be distributed at the Service Center and at the freight docks. Crates, cartons and boxes that are properly labeled will be removed, stored and returned at no additional charge to the exhibitor. Crates and cartons that are not properly marked may be destroyed.

**MOVE-OUT INFORMATION**

Crate Return

For MIS exhibitors, empty return will begin at 12:00 PM on Wednesday, April 22.

Outbound Shipments

Fill out an Outbound Shipping Order Form for each shipment showing correct destination and if you would like any labels. Return the form to the Service Center so shipping labels and a Material Handling Agreement can be printed. Once your materials are dismantled, packed, and labeled you must return the completed Material Handling Agreement to the Service Center.

If you wish to ship by a specific carrier, you must name that carrier on the Material Handling Agreement and contact them to arrange pickup.

Do not leave outbound material handling forms with your materials in your booth. Please bring the forms to the Service Center. If the form is left with your freight it may be lost or misplaced which would result in your shipment being sent back to the CPD warehouse to await exhibitor's shipping instructions. Additional storage fees will apply.

Carrier/POV Move-Out

Please advise your carrier to check-in by 12:00 PM.

Privately Owned Vehicle (POV) services will be available Wednesday, April 22 from 12:00 - 2 PM. Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the loading dock and/or freight door area.

Discarded Booths

Exhibitors who generate additional trash are required to order porter service for their booth. Any wooden crates, exhibit structure and/or large containers left on the show floor at show close are the responsibility of the exhibitor. If you intend to discard your booth at show site rather than making outbound shipping arrangements, you will be charged a dumpster fee as well as labor fees to dismantle and remove it. To arrange for these services, please go to the CPD Service Desk

Claims for Loss

Any damage or loss must be reported to CPD by the exhibitor before exhibitor move-out ends in order to receive verification for your insurance broker. It is strongly recommended that exhibitors insure their exhibit and product by taking out a rider policy to cover from the time all materials leave exhibitor's possession until the time such materials return from the show. For more information, please refer to the Insurance Information section. In order to file damage and loss reports on-site, please visit the Service Center.

CPD & MIS will not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed or labeled materials. CPD & MIS shall not be responsible for crates and packing which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

# PRE SHOW FREIGHT DELIVERY FORM

The following are rates for material handling at the Crowne Plaza Denver International Airport Hotel & Convention Center. Rates for material handling include all labor & equipment to unload shipments received (up to 2000 pounds), store up to 3 days prior to the event at the Hotel, deliver to booth/stage, handle empty containers to/from storage and remove from booth for reloading onto outbound carriers. You must submit this form to The Hotel to insure acceptance of your freight. Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A $55 per day storage fee will apply thereafter.

To insure proper identity freight must be labeled:

TO: Crowne Plaza Convention Center DIA,
ATTN: (VENDOR OR CLIENT)
15500 E. 40th Avenue
**Denver, CO 80239**

FROM:

| | | | |
|---|---|---|---|
| Company | | Event Name | |
| Contact | | Move-in Date | |
| Address | | Booth Number | |
| City, State, Zip | | Phone Number | |

Shipping Weight in 100 lb increments - $ 65.00

Estimated Shipping Weight (round (up) to nearest 100 lbs) - _____lbs

Total Charges- $_____

Number of pieces / Description of
Freight:_____

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an " Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.

Please email all forms to our Sales and Catering Office at Kelsey.Stafford@jqh.com

# Credit Card Payment Authorization Form

**For Hotel Use Only:**

| | | | | | |
|---|---|---|---|---|---|
| Authorized Amount | | Approval Code | | Date | |

**Cardholder:** Please complete the following section. Sign and date at the bottom of this form.

| | | | |
|---|---|---|---|
| Guest / Group Name | | Check-In / Event Date | |
| Name of Person Making Reservation | | Phone | |
| Cardholder Name Exactly as it Appears on the Credit Card | | | |
| Cardholder Billing Address | | | |
| Daytime / Business Phone | | Evening Phone | |

**Credit Card Type: (Circle One)**

| | | | | | |
|---|---|---|---|---|---|
| Visa | MasterCard | American Express | Discover | JCB | Diners Club |
| Credit Card Number | | | Expiration Date | | |
| Credit Card Issuing Bank Name | | | Phone | | |

**I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| All Charges | Room & Tax | Food & Beverage | Catering | Liquor | Paid Movies | Valet Parking | Standard Parking |
| Laundry | Gift Shop | Spa Services | Spa Retail | Long Distance Phone Calls | Local Phone Calls | Federal Express | |

I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of:_____

**Direct Bill Account Payments Only:**

| | | | |
|---|---|---|---|
| Name on Invoice / Statement | | Date on Invoice / Statement | |
| Invoice / Statement Number | | Authorized Amount | |

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.**

Amount to be immediately charged to credit card for room and taxes or deposit: $ _____

**Final Balance Billed to the Credit Card (hotel use only): $ _____**

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: _____ Date: _____

# ELECTRICAL ORDER FORM

The following are available electrical services at the Crowne Plaza Denver International Airport Hotel & Convention Center. Circuit orders received outside of **( 7 )** business days prior to the event move-in date are considered pre-orders. Any orders received **( 7 )** business days or within **( 7 )** business days prior to event are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made. Power strips or other multiple-plug adapters are not allowed unless overload protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

| AVAILABLE SERVICE & PRICE | RATE | FLOOR | AMOUNT | TOTAL |
|---|---|---|---|---|
| 110 – 1 (110) v hot, 1 neutral & 1 ground<br><br>(includes extension cord and power strip) | $65.00 | $95.00 | | |
| 208 Single-phase – 40 amp max | $175.00 | $250.00 | | |
| 208/120 50 A Three-phase – 5 wire (must specify if neutral is needed ) | $250.00 | $350.00 | | |
| 208/120 3 ph 5 wire 150 A | $600.00 | $750.00 | | |
| **TOTAL** | | | | |

**Floor order rates subject to additional labor charge based on individual circumstance**

Special Requirements:_____

| | | | |
|---|---|---|---|
| Company | | Event Name | |
| Contact | | Move-in Date | |
| Address | | Booth Number | |
| City, State, Zip | | Phone Number | |

It is our intent to provide quality utility service for our clients, however Crowne Plaza Denver International Airport cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

# MISCELLANEOUS ORDERS

| ITEM | RATE | QUANTITY | TOTAL |
|---|---|---|---|
| **FORK LIFT WITH OPERATOR** | **$55.00 PER HOUR (ONE HOUR MINIMUM)** | | |
| **SCISSOR LIFE WITH OPERATOR** | **$55.00 PER HOUR (ONE HOUR MINIMUM)** | | |
| **BANNER HANGIN** | **$55.00 PER HOUR (ONE HOUR MINIMUM)** | | |
| **WATER & COMPRESSED AIR** | | | |
| **VEHICLE ACCESS (INCLUDE AURORA VEHICLE PERMIT AND INSPECTION)** | **$45.00 PER VEHICLE** | | |

| | | | |
|---|---|---|---|
| **DATE** | | **HOURS USED** | |
| **TIME** | | **TOTAL** | |

Special Requirements:_____

| | | | |
|---|---|---|---|
| **Company** | | **Event Name** | |
| **Contact** | | **Move-in Date** | |
| **Address** | | **Booth Number** | |
| **City, State, Zip** | | **Phone Number** | |

It is our intent to provide quality utility service for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

# EXHIBITOR PHONE AND INTERNET ORDER FORM

The following are available telephone line services at the Crowne Plaza Inn Denver International Airport Hotel & Convention Center. **Orders received at least 2 weeks prior to the event move-in date are considered Pre-orders. Any orders received within 2 weeks of event move-in are considered Floor orders.** All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made. All rates quoted below are for PRE-ORDERS and include installation of service to the side or rear of booth/stage, current used and removal at show closing. Rates are charged per event day. Any order requiring special service may be subject to additional services or labor charges.

| AVAILABLE SERVICE & PRICE | RATE | FLOOR | QUANTITY | DAYS | TOTAL |
|---|---|---|---|---|---|
| Direct Line with Phone | $50.00 | $100.00 | | | |
| High speed Internet (WIRED) | $125.00 | $250.00 | | | |
| High speed Internet (WIRELESS)* | $250.00 | $400.00 | | | |
| **TOTAL** | | | | | |

***can be password protected**

Special Requirements:_____

| | | | |
|---|---|---|---|
| Company | | Event Name | |
| Contact | | Move-in Date | |
| Address | | Booth Number | |
| City, State, Zip | | Phone Number | |

It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

# DISPLAY TABLE AND PIPE AND DRAPE ORDER FORM

**All vendor booths include: (1) 6' Draped and Skirted with (2) Chairs and (1) trashcan.** The following are available Display Table and Pipe and Drape options at the Crowne Plaza Denver International Airport Hotel & Convention Center. Orders received outside of **( 7 )** business days prior to the event move-in date are considered pre-orders. Any orders received **( 7 )** business days or within **( 7 )** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made.

| SERVICE | RATE | FLOOR | QUANTITY | TOTAL |
|---|---|---|---|---|
| 6' x 30" w/ Skirting | $20.00 | $40.00 | | |
| 6' x 30" w/o Skirting | $15.00 | $30.00 | | |
| 8' x 30" w/ Skirting | $25.00 | $50.00 | | |
| 8' x 30" w/o Skirting | $15.00 | $30.00 | | |
| Pipe and Drape (Teal and White) | $2.50/Ln ft. | $2.50/Ln ft. | | |
| Pipe and Drape (Black) | $15.00/Ln ft. | $15.00/Ln ft. | | |
| **TOTAL** | | | | |

Special Requirements: _____

_____

_____

_____

| | | | |
|---|---|---|---|
| Company | | Event Name | |
| Contact | | Move-in Date | |
| Address | | Booth Number | |
| City, State, Zip | | Phone Number | |

Please email all forms to our Sales and Catering Office at Kelsey.Stafford@jqh.com

# DISPLAY TABLE AND PIPE AND DRAPE ORDER FORM

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| SERVICE | RATE | FLOOR | QUANTITY | TOTAL |
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| 6' x 30" w/o Skirting | $15.00 | $30.00 | | |
| 8' x 30" w/ Skirting | $25.00 | $50.00 | | |
| 8' x 30" w/o Skirting | $15.00 | $30.00 | | |
| Pipe and Drape (Teal and White) | $2.50/Ln ft. | $2.50/Ln ft. | | |
| Pipe and Drape (Black) | $15.00/Ln ft. | $15.00/Ln ft. | | |
| **TOTAL** | | | | |

Special Requirements: _____

_____

_____

_____

| | | | |
|---|---|---|---|
| Company | | Event Name | |
| Contact | | Move-in Date | |
| Address | | Booth Number | |
| City, State, Zip | | Phone Number | |

Please email all forms to our Sales and Catering Office at Kelsey.Stafford@jqh.com

# Convention Center Vehicle Addendum

Crowne Plaza Denver International Airport permits fueled vehicles and motorcycles in the Convention Center providing the following policies are adhered to:

I. City of Aurora provisions of permit:
- All batteries shall be disconnected (excluding driving in and driving out)
- Fuel tanks shall not exceed ¼ of a tank capacity or ( 5 ) gallons.
- Fuel tank openings shall be secured / sealed.
- Vehicles shall not obstruct fire protection equipment or emergency exits.

II. Hotel Vehicle Policies:
- Vehicles must be clean and free of debris (upper area as well as undercarriage)
- Vehicles must be rolled in or driven in on heavy plastic or similar material to protect the carpet.
- Vehicle tires must rest on heavy plastic or similar material.
- Plastic, metal tray or large sheet of plastic should be under the engine or any part of the vehicle that may leak on to carpet.
- Client will be responsible for any damage to Convention Center property or carpet that may occur from vehicles in the Convention Center.
- Chief Engineer of Crowne Plaza DIA will issue permits, on the property, at no extra charge.

Signature below certifies that Client understands and agrees to the policies listed above.

_____ _____

Client Date

_____ _____

Crowne Plaza DIA Date

# EXHIBITOR RULES AND REGULATIONS

Crowne Plaza Hotel -Denver International Airport
15500 East 40th Avenue Denver, Colorado 80239
April 20, 21 & 22, 2015

**Defined Terms**
The term "event" means Marijuana Investor Summit, currently scheduled to be held on April 19, 20, 21, 22, 2015 at the Crowne Plaza Denver – International Airport (the "Exhibit Facility"). The Event is owned, produced and managed by a joint venture with CFC/PM Inc. ("CFC/PM") Panther Media LLC. As used hereinafter, the term "Organizer" means, collectively, CFC/PM/PM, and each of [its/their respective] officers, directors, shareholders, agents, affiliates, representatives, employees and assigns, unless the context requires otherwise. The term "Exhibitor" means, collectively, (i) the company or person that applied for exhibit space rental and agreed to enter into this contract upon acceptance by CFC/PM in the manner stated below and (ii) each of its officers, directors, shareholders, employees, contractors, agents, representatives and/or invitees, as applicable.

**Contract Acceptance**
This contract shall become binding and effective only when it has been signed by Exhibitor and Counter-signed by a duly authorized representative of CFC/PM.

**Assumption of Risks; Releases**
Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise.
Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any

Subrogation claims by its insurer. Neither Organizer nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither Organizer nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue and of them with respect to, any and all risks, losses, damages and liabilities described in this paragraph.

**Indemnification**
Exhibitor shall on a current basis indemnify, defend (with legal counsel satisfactory to CFC/PM), and hold Organizer and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with: (a) exhibitors' Participation or presence at the Event, (b) and breach by Exhibitor of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which Exhibitor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or Claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Exhibitors; (f) harm or injury (including death) to Exhibitor; and (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise.

**Limitation of Liability**
Under no circumstances shall Organizer or the Exhibit Facility be liable for any loss profits or any incidental, special, indirect, punitive or consequential damages whatsoever of any of their acts or omissions, whether or not apprised of the possibility of any such lost profits or damages. In no event shall Organizer's maximum liability under and circumstance exceed the amount actually paid to CFC/PM by Exhibitor for exhibit space rental pursuant to this contract. Organizer makes no representations or warranties, express or implied, regarding the number of persons who will attend the Event or regarding any other matters.

**Qualifications of Exhibitor**
CFC/PM, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who supply products and services to the cannabis market. Applications who have not previously exhibited at the Event may be required to submit a description of the nature of their business and items to be exhibited. CFC/PM reserves the right to restrict or remove any exhibit which CFC/PM, in its sole discretion, believes is objectionable or inappropriate.

**Assignment of Space**

Exhibit space shall be assigned by CFC/PM in its sole discretion for the Event and for the Event Dates only. Any such assignment does not imply that similar space will be assigned for future Events. CFC/PM reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event if CFC/PM in its sole discretion determines that to do so is in the best interest of the Event.

**Cancellation by Exhibitor**
If Exhibitors desires to cancel this agreement, Exhibitor may only do so by giving notice thereof in writing sent to the Organizer with evidence of receipt. In such case, Exhibitor will continue to be liable for 100% of the total exhibit fee unless the written notice of cancellation is received by the Organizer no later than 120 days prior to the opening date of the Event. If written notice of cancellation is received between 120 and 180 days inclusive before the opening date of the Event, Exhibitor will be liable for 50% of the total exhibit fee. If cancellation is received more than 180 days before the opening date of the Event, the Exhibitor will liable for 25% of the total exhibit fee. Because these dates are related to the Event date and not to the date of this agreement, these dates shall apply regardless of the date on which this agreement is executed. This amount is considered to be liquidated and agreed upon damages, for in injuries the Organizer will suffer as a result f Exhibitor's cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability at a time when other parties would be interested in applying for it, will cause the Organizer to sustain damages. In this situation, the Organizer's damages will be substantial, but they will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Agreement as a valid pre-estimate of these damages. The date of cancellation shall be the date the Organizer receives the notice.

CFC/PM reserves the right to treat an Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space. An Exhibitor may be required to move to a new location if it requests a downsizing of space.

**Cancellation by CFC/PM**
If Exhibitor fails to make a payment required by this contract in a timely manner, CFC/PM may terminate this contract (and Exhibitor's participation in the Event) without further notice and without obligation to refund monies previously paid. CFC/PM reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to CFC/PM. CFC/PM is expressly authorized (but has no obligation) to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing Exhibitor from any liability hereunder. CFC/PM may also terminate this contract effective upon written notice of termination if Exhibitor breached any of its obligations under this contract, without any obligation of CFC/PM's part to refund any payments previously made and without releasing Exhibitor from any liability arising as result of or in connection with such breach. If CFC/PM removes or restricts an exhibit which CFC/PM considers to be objectionable or inappropriate, no refund will be due to Exhibitor.

**Cancellation of Event**
If CFC/PM cancels the Event due to circumstances beyond the reasonable control of CFC/PM (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Exhibit Facility), CFC/PM shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a share costs and expenses incurred, in full satisfaction of all liabilities of Organizer to Exhibitor. CFC/PM reserves the right to cancel, re-name or re-locate the Event or change the dates on which it is held. If CFC/PM changes the name of the Event, re-locates the Event to another event facility within the same city, or changes the dates for the Event to dates that are not more than 30 days earlier or 30 days later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but CFC/PM shall assign to Exhibitor, in lieu of the original space, such other space as CFC/PM deems appropriate and Exhibitor agrees to use such space under the terms of this contract. If CFC/PM elects to cancel the Event other than for a reason previously described in this paragraph, CFC/PM shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of Organizer to Exhibitor.

**Exhibit Space Occupancy**
Hours and dates for installing, occupying and dismantling exhibits shall be those specified by CFC/PM. If Exhibitor fails to install its display in its assigned space by **4 p.m**. on Monday, April 20, 2015 or leaves its space unattended during the Exhibit hours, CFC/PM shall have the right to take possession of the space and no refund will be due to Exhibitor. All exhibits must be open for business during the Event hours. Exhibitor may not dismantle the display until the Event is officially close by CFC/PM. All Exhibitor material and displays MUST be dismantled and REMOVED from property by **2:00 PM** on Wednesday, April 22, 2015.

**Listings and Promotional Materials**
By exhibiting at the Event, Exhibitor grants to CFC/PM a fully-paid, perpetual non-exclusive license to use, display and reproduce the name, trade names and product names of Exhibitor in any directory (print, electronic or other media) listing the exhibiting companies at the Event and to use such names in CFC/PM promotional materials. CFC/PM shall not be liable

for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials. CFC/PM may also take photographs of Exhibitors' booths space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any CFC/PM promotional purpose.

**Care of Exhibit Facility**
Exhibitors shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event. Exhibitors shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use of fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event. Exhibitor will not permit the delivery of merchandise at the event Facility without the express permission of CFC/PM.

**Insurance**
Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. As well as any additional event specific insurance to be outlined in the exhibitor service manual. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

(A) Workers' Compensation insurance;
(B) Comprehensive General Liability insurance with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit from bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);

**Comprehensive General Liability**
Liability insurance policies shall name as additional insured CFC/PM Inc. and each of its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to CFC/PM, shall be furnished to CFC/PM sixty (30) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without 30 days' advance written notice to CFC/PM.

**Copyrighted Materials**
Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments.

**Observance of Laws**
Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, Exhibitor shall construct its exhibits to comply with the Americans with disabilities Act.

**Additional Terms and Conditions**
CFC/PM has sole control over attendance policies. Except as provided to the contrary in this contract, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, CFC/PM in its sole judgment may refuse or consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompany rules and regulations. Any amendment to this contract must be in writing and signed by an authorized representative of CFC/PM. Exhibitor may not assign this contract or any right hereunder nor may Exhibitor sublet or license all or any portion of its exhibit space.

**Exhibitor Service Manual**
Approximately two months from the Event, CFC/PM will send an Exhibitor Service Manual to the "Primary Contact" listed on the front of this contract. The Exhibitor Service Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, union work rules, registration, shipping and drayage, utilities and building services, exhibitor display rules, and move-in, move-out schedules.

**Incorporation of Rules and Regulations**
Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this contract shall be subject to determination by CFC/PM in its sole discretion. CFC/PM may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Manual or similar document) are an integral part of this contract and are incorporated herein by reference. Exhibitor shall observe and abide by additional rules or regulations are communicated to Exhibitor. This contract (including the Exhibitor Service Manual and any additional rules or regulations adopted by CFC/PM from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

**Governing Law**

This contract is governed by the laws of the State of Illinois as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of Illinois shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in Chicago, Illinois